

**Attachment C - ACTIVITIES EXAMPLE
For Workers Completing the Time Study Report**

3/21/2019

This attachment is a description of a worker's schedule for a three-day period and an example of the codes the worker would report on the Time Study Report.

Day 1

Time	Description of Activity	Activity Code
9:00 -9:30	Prepare documents and notes for permanency/extension of placement hearing.	38
9:30-11:00	Travel to and from court to participate in permanency/extension of placement hearing.	38
11:00-11:15	Update Connections record regarding results of permanency hearing.	37
11:15-11:30	Return telephone call to foster parent regarding failure of foster parent to receive clothing allowance.	41
11:30-12:00	Meet with supervisor regarding proposed modification of case plan.	37
12:00-12:30	Lunch	63
12:30-12:45	Return phone call to local district worker regarding placement of a child at the agency.	39
12:45-1:00	Phone call to set a meeting with prospective foster parents regarding the need to place a child in their foster home	39
1:00-2:30	Travel to foster home to conduct counseling session with child and foster parents to remedy behavior management problems.	42N
2:30-5:30	Travel to another home to conduct a home study for the purpose of placing a child for adoption.	54

Day 2

Time	Description of Activity	Activity Code
9:00-9:30	Case recording regarding the needs of foster child and family	37
9:30-10:00	Make all arrangements for mental health services for family.	44C
10:00-10:30	Transport family to mental health services clinic.	42C
10:30-11:30	Attend mental health session with family.	42C
11:30-12:00	Transport family home from clinic.	42C
12:00-12:30	Lunch	63
12:30-1:00	Prepare for meeting for service plan review.	37
1:00-3:00	Meet with family, foster parents, and foster child to review service plan and make needed changes.	37
3:00-3:15	Provide referral to drug treatment program for father.	44C
3:15-3:30	Write revised service plan.	37
3:30-5:00	Authorized Leave for remainder of day	62

Day 3

Time	Description of Activity	Activity Code
N/A	Not scheduled to work, as this is not normally a work day for this worker.	Leave all 15-minute intervals blank. Check the box that reads, "Check if not a work day."

On the following page is an example of a completed Time Study Report using the above-specified activities. The top portion of the form has basic identifying information, which is completed for a fictitious worker whose name is George Bradley. The record for each day of the time study is completed as follows:

Day 1: The actual starting time of 9:00am is specified, and the actual date for Day 1 is entered. After that, each of the codes for the time periods described above are specified in the appropriate boxes. In this example, a total of 34 boxes are specified because the worker's schedule involved 8 1/2 hours of activities, even though the worker's regular workday would normally be 9:00 to 5:00. Thus, if you work 8 hours, you would complete 32 boxes (8 times 4 = 32); if you work 9 hours, you would complete 36 boxes (9 times 4 = 36); etc. The actual ending time of 5:30pm is specified. The Total Boxes Completed is marked as 34.

Day 2: The starting time of 9:00am is specified, as this was the actual starting time for this worker on Day 2. The actual date for Day 2 is entered. In this example, a total of 32 boxes are specified, as applicable to the type of activity. The worker was on authorized leave from 3:30 until his scheduled ending time of 5:00. The scheduled ending time of 5:00pm is specified. The Total Boxes Completed is marked as 32.

Day 3: There is no starting time or ending time specified, as the worker was not on duty that day. The actual date for Day 3 is entered, and the box is checked for "Check if not a work day."

